



Position Description

Job Title: Administrative Assistant for Biomed Division	
Department: Biomedical Affairs	Date: June 2025
FLSA: Non-Exempt	Work Location: Louisiana Campus
Employee Category: Classified Staff	Work Schedule: M-F, 8:00am - 5:00pm
Reports to: Associate Dean for Biomedical Affairs and Research	Percent Employment: 100%
Direct Reports: N/A	

I. **Job Summary:** Provide administrative support to the Biomedical faculty. As time permits, provide administrative support to other departments within the college.

II. **Job Duties:**

1. Greet visitors, students, and contractors that present to the Biomedical Suite and direct them to the appropriate lab or office.
2. Prepare correspondence; monthly credit card logs; purchase requisitions.
3. Assist department faculty with Continuing Education (CE)/business travel; and prepare documents for faculty travel reimbursement/purchases.
4. Responsible for Division office supply orders.
5. Assure the Division maintains and posts faculty schedules including times set aside for students, teaching times and research times. Mark off weeks/times when unavailable due to vacations and continuing education.
6. Provide office coverage working with biomedical administrative assistant being available for student needs. In addition, provide backup coverage for Receptionist for lunch, vacation, sickness, etc. with other administrative assistants on a rotation basis.
7. Assist in organizing a wide variety of business functions on and off campus for the Biomedical Division and Faculty Development to include meals, department retreats, telephone conferences, Polycoms, and various meetings and seminars for Biomedical Affairs, and Faculty Development. Manage according to faculty schedules and coordinate meetings.
8. Schedule prospective candidates for Biomedical Affairs faculty. Implement prospective Biomedical Affairs faculty interviews which includes itineraries, teaching and research presentations, accommodations for flights, ground transportation, and lodging as needed.
9. Schedule, attend, prepare and maintain minutes for Biomedical Division meetings, Research meetings, Faculty Assembly, Faculty Senate, Faculty Development Committee and other committees as requested.
10. Maintain and revise Biomedical Affairs faculty job descriptions, CVs and research information both for department records, COCA, VCOM Website and the Annual Report. Send revised information to Human Resources.
11. Collaborate with VCOM Virginia and VCOM Auburn campuses for consistency across campuses.
12. Organize/maintain and assure discreet handling of all confidential files and information for medical students and biomedical faculty and research.

13. Participate in campus-wide events including White Coat Ceremony and Graduation events.
14. Serve as Administrative Assistant for the IPE (Interprofessional Education) Curriculum.
15. Perform other duties as assigned.

III. Required Qualifications:

- Education: Bachelor's degree or equivalent work experience.
- Experience: Experience in an administrative educational environment.

Skills required for this position:

- Excellent interpersonal and communications skills.
- Exhibit professional character and image to positively represent the College.
- Position requires maintaining a high level of confidentiality.
- Strong team player.
- Commitment to company values.
- High level of computer proficiency including but not limited to Microsoft Outlook, Word, Excel and PowerPoint.
- Must be highly organized and maintain organization in a fast-paced environment.

Preferences are given to candidates who have worked in academic environments and have significant experience in administrative support.

Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

- IV. Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for teaching; use office equipment such as computers; speak to large and small groups of individuals for teaching; perform moderate telephone and poly-com communication/usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to other campuses or meetings.

Work environment: Office environment. Outside travel required 5% of time. The noise level in the work environment is usually minimal, however the reception area with frequent visitors, phone calls and discussions may be distracting.

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected and VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College’s most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Division Officer: _____ Date: _____

Dean: _____ Date: _____

President/Provost: _____ Date: _____